

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100028-6

REPORTS INVENTORY					CONTROL NO. DDS/OF-025									
PREPARE IN DUPLICATE														
1. TITLE OF REPORT (If a fill-in report include Form No.) Annual Briefing Report to DDS					2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;"><input checked="" type="checkbox"/> STATISTICAL</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NARRATIVE</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> MACHINE-NAME LISTING</td> </tr> </table>		<input checked="" type="checkbox"/> STATISTICAL	<input checked="" type="checkbox"/> NARRATIVE	<input type="checkbox"/> MACHINE-NAME LISTING					
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<input type="checkbox"/> MACHINE-NAME LISTING														
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)								
		LOGISTICS		SECURITY										
		MEDICAL		<input checked="" type="checkbox"/> FINANCE										
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 1									
7. FORMAT (memorandum, form computer print-out, etc) Outline & Statistical		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">YES</td> <td style="width:50%; text-align: center;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT DDS Memo					
YES	IF YES GIVE ADP PROCESSING NO.													
<input checked="" type="checkbox"/> NO														
10. PREPARING COMPONENT (include lowest level contributing information to report) Accounts Division				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)										
12. COST FACTORS														
A. MANUAL PREPARATION AND REVIEW COSTS														
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>								
						TIMES PREPARED =								
						COST PER YEAR								
GS-13	\$10.48		10		\$104.80	1								
GS-15	12.84		10		125.40	1								
GS-06	3.74		10*		37.40	1								
						\$270.60								
* Includes typing and chart making														
B. COSTS OF COMPUTER PRODUCED REPORTS														
TOTAL COSTS PER YEAR						\$ 270.60								
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Above costs do not include "User" costs which primarily consists of salary costs of officials in attendance at Briefing Session lasting approximately one hour.														
14. FUTURE GOALS														
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><input type="checkbox"/> RETAIN AS IS</td> <td style="width:50%;"><input type="checkbox"/> OTHER (explain)</td> </tr> <tr> <td><input type="checkbox"/> CHANGE</td> <td></td> </tr> <tr> <td><input type="checkbox"/> DISCONTINUE</td> <td>No Comment</td> </tr> </table>					<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	<input type="checkbox"/> CHANGE		<input type="checkbox"/> DISCONTINUE	No Comment	MAN-HOURS		DOLLARS	
					<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)								
					<input type="checkbox"/> CHANGE									
<input type="checkbox"/> DISCONTINUE	No Comment													
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100028-6				18. EXTENSION								